



Deferral, Suspension or Withdrawal Form

Student Details

Student Name	
Student ID	
Course Code and Name	
Course Intake	
Campus	

Request details

Request	<input type="checkbox"/> Deferral <input type="checkbox"/> Suspension <input type="checkbox"/> Withdrawal
Effective date(s) (deferral / suspension period or withdrawal date)	
Reason	



Student declaration

By signing this form, I certify that the information provided in this form is true and correct.

I am aware that:

- Should my request be denied, then I can appeal the decision within **20 business days** in accordance with the Complaints and Appeals policy. You may refer to the Student Handbook for more information; and
- If I am an international student on a student visa, should the request to grant my deferral, suspension or withdrawal of enrolment be approved, my student visa may be affected. Where I am not enrolled in any course for a period of more than 28-days, I may be required to return to my home country unless approved by the Department of Home Affairs. It is my responsibility to contact the Department of Home Affairs to enquire on how this transfer will affect my student visa validity and conditions.

Student signature	
Student name	
Date	
Where the learner is under 18 years old:	
Parent or Legal guardian signature	
Parent or Legal guardian name	
Date	



UNITED INSTITUTE

Admin Use Only	
Name	
Position	
Action	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Reason for decision	
Refund processed (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No Date processed:
Logged in Notes	<input type="checkbox"/> Yes <input type="checkbox"/> No Date logged:
Confirmation of decision letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No Date sent: Sent by:
Appeal lodged	<input type="checkbox"/> Yes <input type="checkbox"/> No Reference number:
CEO signature	
Date	